

PROGRAM FOR ARTERIAL SYSTEM SYNCHRONIZATION (PASS)

PROJECT ADMINISTRATION GUIDELINES

Deliverables

1. Detailed Workscope, Schedule, and Budget (DWSB)
 - Prepared by the consultant.
 - Should include project understanding; detailed task descriptions, including meetings; data to be obtained from the agencies and/or collected in the field; deliverable due dates and review times; level of effort; schedule of the entire project and budget with invoice table.
 - Changes to scope of work after final DWSB must be approved by MTC and followed with a Revised-Final DWSB, including the approved changes.
2. Existing Conditions Technical Memorandum, including computer model with existing timings
 - Will summarize the data collected to date, including collision data, and will be used as the baseline for improvements. Sponsor and other stakeholders to decide whether data makes sense and model is sufficiently calibrated.
 - Will also contain preliminary recommendations for optimization of actuated settings.
3. Recommendations Technical Memorandum, including computer model with recommended timings
 - Will contain approved changes to actuated settings, and recommended time-of-day coordination plans and hours of coordinated operation.
 - Reports will include analyses of signal groupings, phasing, cycle lengths, splits, and offsets, as well as expected improvements.
 - Sponsor and other stakeholders to decide if recommendations are consistent with their objectives for the project.
4. Timings and Evaluation Technical Memorandum, including computer model with final timings
 - Will contain timing sheets to be used for implementation in the format requested by the sponsor. Sponsor and other stakeholders to review for consistency with approved timings.
 - Will contain final timings that were implemented and fine-tuned, as well as measured improvements.
 - Will contain Benefit-cost analysis, measures of effectiveness and emissions reductions.

Review

- All deliverables subject to review and approval by sponsor, other stakeholders, and MTC.
- MTC's review to focus on adherence to approved scope of work, schedule and budget.
- Consultant will indicate on the title page of the deliverable the date when comments are due and follow-up with sponsors as deadline nears.
- Failure to communicate with either MTC or the project sponsor by the time a deadline has passed may be grounds for terminating the contract and/or project.
- Please copy (CC) MTC on all written correspondence, including e-mail.
- MTC will provide comments when appropriate to the consultant and project stakeholders.

Schedule

- The Timing plans should be implemented by March 2011, and the final evaluation memo should be completed by May/June 2011, unless otherwise indicated in DWSB and approved by MTC.

Invoices

- Consultant will submit invoices to MTC directly.
- Payment will correspond to the approval of deliverables, and the approximate level of effort.

Conflicts

- Notify MTC immediately if you encounter any issues throughout the duration of the project.